

Agenda Report

December 11, 2023

TO: Honorable Mayor and City Council

FROM: Department of Transportation

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT FOR CITY EMPLOYEE PARKING WITH UNIFIED PARKING SERVICE, INC. FOR AN AMOUNT NOT-TO-EXCEED \$651,000 OVER THREE YEARS

RECOMMENDATIONS:

It is recommended that the City Council:

1. Find that the recommended actions are exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines per Section 15061(b)(3), the "Common Sense" exemption that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to enter into a contract with Unified Parking Service, Inc., (Unified) of Pasadena to provide 200 parking spaces at the 473 Union Street parking facility, in an amount not to exceed \$217,000 for the initial one-year term with two optional one-year extensions in the amount of \$217,000 each, for a total amount of \$651,000 over three years; and
3. Find that Competitive Bidding is not required pursuant to the City Charter Section 1002(F), contracts for professional or unique services. To the extent this transaction could be considered a separate procurement subject to the Competitive Selection Process, grant the proposed contract with Unified an exemption from the Competitive Selection Process set forth in the Competitive Bidding and Purchasing Ordinance pursuant to the Pasadena Municipal Code Section 4.08.049 (B), contracts for which the City's best interests are served.

BACKGROUND:

On February 1, 1972, the City entered a 51-year agreement with the First Baptist Church to allow the City to construct and operate a parking garage on a church-owned parcel located at 150 E. Holly Street, also referred to as Holly Street Garage. The

agreement expired on February 28, 2023. Approximately 422 City employees and 41 City vehicles parked in the Holly Garage were displaced.

In January 2023, the City entered into an agreement with Unified Parking Service, Inc. (Unified) to provide a total of 200 replacement parking spaces within walking distance of City buildings. This contract did not allow extensions as it was put in place to allow time for the City to identify permanent parking solutions for the displaced employees and vehicles, as such it will expire December 31, 2023.

Locating suitable long-term parking facilities to accommodate all the displaced employees continues to be challenging. Unified is amenable to providing 200 parking spaces at the 473 Union Street parking facility for a one-year term, with the option for two, one-year extensions. Staff will continue working to identify alternate long-term parking locations.

Although City Departments pay to provide their employees with parking, DOT continues to administer the employee parking agreements and to collaborate with the City Departments' employee parking needs.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's goal to maintain fiscal responsibility and stability.

ENVIRONMENTAL ANALYSIS:

The project has been reviewed for compliance with CEQA and is exempt per Section 15061 (b) (3), the "common sense" provision of CEQA (formerly the general rule), which applies to projects that may have the potential for causing a significant effect on the environment. The parking agreements will not result in any significant effect on the environment.

FISCAL IMPACT:


This action will cost \$217,000 for the initial one-year term, including a \$1,000 contingency for replacement keycards as needed. Funding is available in the FY 2024 operating budget, account 10124006-810600. In addition, should the City desire to pursue the optional extensions, the annual cost of each extension would remain at \$217,000 per year. The breakdown of the agreement is demonstrated in the below table.

Entity	Agreement Cost	Contingency	Total
Unified Parking Service Year 1	\$216,000	\$1,000	\$217,000
Unified Parking Service Year 2 Option	\$216,000	\$1,000	\$217,000
Unified Parking Service Year 3 Option	\$216,000	\$1,000	\$217,000
Maximum Total Contract - Inclusive of Options	\$648,000	\$3,000	\$651,000

Unified has agreed to maintain the current monthly rate of \$90 per keycard for the additional optional terms.

Each department pays for their respective employees' parking costs thus, funding for employee parking will continue to use FY24 adopted budget for the Unified parking contract costs.

Respectfully submitted,



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